



Week 4 Assignment

Overview

Conducting an effective interactive meeting online requires many of the same steps as a face-to-face meeting—minus the travel time. In your reading, “E-Communications 101,” Gwen Solomon advises that “time-tested tactics include assigning roles, creating and sticking to an agenda, accepting all input respectfully, and making sure there is follow-through on action items.”

In this week’s assignment, you will continue to work in the wikispace you created as you collaborate with colleagues to establish a timeline and develop and finalize an agenda for the first interactive meeting of your online learning community.

Rubric

Use the following Rubric to guide your work on the Week 4 Assignment.

Tasks ↓	Accomplished 10 The evidence suggests that this work is a "Habit of Mind." The educator is ready to mentor others in this area.	Proficient 8 The evidence suggests that performance on this work matches that of a strong educator.	Needs Improvement 6 The evidence does not yet make the case for the educator being proficient at this task.
Developing a Meeting Timeline	Student posts a meeting timeline that reflects collaboration with colleagues.	Student posts a meeting timeline.	Meeting timeline not posted.
Developing a Meeting Agenda	Student posts a specific, thorough agenda related to improving technology integration on campus; agenda reflects collaboration with colleagues.	Student posts an agenda related to improving technology integration on campus.	Meeting agenda not posted, or incomplete.
Assignment Mechanics	Responses are relevant to course content; no errors in grammar, spelling, or punctuation.	Responses are relevant to course content; few errors in grammar, spelling, or punctuation.	Responses do not reflect knowledge of course content, lack clarity and depth, and/or include multiple errors in grammar, spelling, and punctuation, including APA errors.

Week 4 Assignment, Part 1: Developing a Meeting Timeline

For the first part of this week's assignment, you will work collaboratively with the colleagues who joined your wiki space during Week 3 to establish a timeline for the first interactive meeting of your online learning community.

To complete this assignment:

- Before you begin, access the video, "Wiki in Plain English" at <http://www.youtube.com/watch?v=-dnL00TdmLY> to obtain more information about wiki as a tool for collaboration. Share the link to "Wiki in Plain English" with members of your wiki space.
- Enter the following address into your address bar: <http://www.wikispaces.com>
- To add a new page, under "Actions," click on "New Page." Enter the name of your page. The name should relate to the group's first task—setting a timeline for contributing to and finalizing the agenda. The newly created page will automatically be listed on the left side, under "Navigation."
- Suggest a proposed start and end time for collecting the group's input on the agenda. Then request input from the wiki members on the proposed timeline.

Copy and paste the collaborative timeline from your wiki page here.

Task:

Members will establish a timeline for **contributing to and finalizing the agenda** for our first online interactive meeting. Also, members will brainstorm ideas for the agenda items for grade levels 6-8.

Meeting Timeline:

Start Time: February 4, 2010

End Time: February 7, 2010

Finalizing Agenda: February 15, 2010

Agenda Items:

1. Watch the "Wikis in plain English" video at <http://www.youtube.com/watch?v=-dnL00TdmLY>
2. Establish Purpose - **Friday February 5**
3. Establish Objective - **Saturday February 6**
4. Brainstorm Activities - the purpose of each activity, the description of each

activity, the activity's steps, and the estimated time for each activity.

Sunday February 7, 2010. All members will post at least one activity in the discussion forum.

5. Set timelines for follow-up activities and finalizing agenda items - **Monday, February 15, 2010**

Please Note:

Members please post your feedback to the timeline in the discussion tab on this page. Let me know if the proposed timeline works for you. If not please respond and type in your proposed agenda. After you post your message on the timeline. Please see the right side of your screen "Navigation" and click on the Technology Meeting Agenda page.

Week 4 Assignment, Part 2: Developing a Meeting Agenda

To complete this assignment:

- Before you begin, make sure all wiki members have viewed “Wiki in Plain English” at <http://www.youtube.com/watch?v=-dnL00TdmLY>
- Enter the following address into your address bar: <http://www.wikispaces.com>
- After the group has decided on the timeline, add another new page to your wiki. To add a new page, under “Actions,” click on “New Page.”
- Enter the name of your page—something related to creation of the agenda. This time, wiki members will brainstorm ideas for the agenda items for the first interactive meeting of the professional learning community. Group members should think about the following as they plan the agenda:
 - Purpose
 - Objective
 - Grade level
 - Facilitator's name
 - Community members
 - Activities: the purpose of each activity, the description of each activity, the activity's steps, and the estimated time for each activity. An example of a beginning activity might be to have the community members create a shared vision.
- As your group prepares the agenda, keep in mind that the goal of the online learning community is to improve technology use and integration at your campus.

Copy and paste the collaborative agenda from your wiki page here.

Purpose:

To improve technology use and integration at White Oak Middle School.

Objective:

To identify weaknesses in technology via the Texas Star Chart, implement and streamline technology processes to ensure they are integrated seamlessly into the classroom.

Grade levels:

6-8

Facilitator's Name:

Jason Greer

Community Members:

7th Grade Social Studies

7th Grade ELA

8th Grade ELA

8th Grade Science

8th Grade Social Studies

8th Grade Math

School Librarian

School Administrator

Activities:

1. Create a shared vision for Technology

6.The purpose of creating a shared vision is to define clear goals for Technology at White Oak Middle School.

7.Description: Creating a shared vision for technology to coincide with the Long-Range Plan for Technology, 2006-2020

Estimated Time Frame 1-3 days

2. Review the Texas Campus STaR Chart

The purpose of this activity is to understand and review White Oak's campus STaR Chart for the past 3 school years to identify current technology strengths and weaknesses.

Description: Share Texas Campus STaR Chart survey to target key areas with members.

Procedures:

- 1 - Present Texas Campus STaR Chart Powerpoint Presentation.
- 2- Share the vision of the Texas Long-Range Plan 2006-2020.
- 3 - Identify how to integrate technology into classroom
- 4 - Discuss various professional development workshops, that will aid staff in implementing technology.
- 5 - Members will provide support and feedback to staff regarding technology implementations.

Estimated time frame(s): 1-3 days Monitor/Review Progress - 1 year

3. Discuss the Available Technology at Our Campus

- The purpose of this activity is to discuss the available technological resources available to our staff members.
- Description: Brainstorm ideas about increasing the amount of technological resources available on our campus.
- Procedures:
 - 1 - Identify available resources.
 - 2 - Discuss which technological tools will help develop our students 21st century skills.
- Estimated time frame(s): 1 week

4. Discuss the Technology Application TEKS

The purpose of this activity is to discuss the Technology Applications TEKS for grades 6-8 to determine where there is opportunity for improvement and growth.

Description: Review TEKS with members to define what students must know and be able to do in four key areas of technology: Foundations, Information Acquisition, Problem Solving, and Communication.

Procedures:

- 1 - Review the Tech Apps TEKS 6-8 at the following link: <http://www.tea.state.tx.us/rules/tac/ch126toc.html>
- 2 - Explain the four strands of the TEKS.
- 3 - Brainstorm technology projects and activities that would ensure

that all strands are implemented in grades 6-8 with members.
Estimated time frame - 1-30 days

5. Incorporating Student-Centered Projects

- The purpose of this activity is to determine how to incorporate technology to produce student-centered projects in every grade level.
- Description: Creating and choosing projects to create for diverse audiences.
- Procedures:
 - 1 - Brainstorm ideas for integrating student-centered projects into the classroom
 - 2 - Identify methods to aid staff members to implement student-centered projects.
 - 3 - Present findings to staff.

Estimated time frame(s): 1 week

How can a wiki facilitate an online learning community? In what way(s) is using the wiki for collaboration easier than face-to-face meetings? In what way(s) is using the wiki more difficult?

A wiki can be a good technology for online collaboration because it attracts a student's participation and engages them in a social atmosphere among their peers. The students that participate in the online learning community are not only learning from a teacher, they are gaining valuable knowledge and resources from their peers. A wiki will also trigger further collaboration, because when a participant finds something incorrect they can directly propose a revision. Finally, a wiki is able to engage the learners in a positive learning environment.

I believe that using a wiki is easier than face to face meetings because the discussion tends to feature more equal participation than face-to-face discussion. I think that is true because when participating in online collaboration they will not feel intimidated by their peers or the learning environment that occurs in the traditional setting. They can post their comments from anywhere secured from the eyes from others. All students have equal access to the wiki, resulting in class discussions, which tend to be more collaborative.

Using a wiki for an online learning community does pose some potential problems that can make the meeting difficult. A possible problem that I

believe that could make the experience difficult when using wikis for online learning include inappropriate posting of content and unintentional deletions. Another potential problem that an online learning community could encounter would be the low computer and internet literacy of the students. Finally, the problem that I encountered most often was inconsistent participation from the members of my online learning community.